

DATE POSTED: August XX, 2015

MBO Consultant Services

Financial management accounting

MCC-15-RFQ-0077

1) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information including in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued. The Solicitation number MCC-15-RFQ-0077 is being issued as a Request for Quotations (RFQ). This solicitation document incorporates all mandatory commercial item provisions and clauses that are in effect through Federal Acquisition Circular (FAC) 05-83, effective July 2, 2015. Which can be found at https://www.acquisition.gov/?q=far_looseleaf

2) The North American Industrial Classification Systems (NAICS) code is 541611 and the small business size standard is \$15 million.

3) FAR Clauses 52.212-1 through 52.212-5 apply to this procurement. The exact text and wording of clauses and provisions may be obtained from the Internet at <http://acquisition.gov/far/index.html>. The Government contemplates the award of a Time and Materials Order resulting from this solicitation. NOTE: An Addendum to FAR clause 52.212-4 Contract Terms and Conditions-Commercial Items, (Alt I) is attached.

4) The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected countries that demonstrate a commitment to just and democratic governance economic freedom, and investments in their citizenry. For more information on the MCC, please visit www.mcc.gov.

5) THIS ANNOUNCEMENT IS FOR AN INDEPENDENT INDIVIDUAL CONSULTANT(S) AND IS NOT FOR INDIVIDUAL(S) SEEKING EMPLOYMENT DIRECT WITH MCC. PLEASE VISIT: <http://www.irs.gov/business/small/index.html> FOR INFORMATION REGARDING INDEPENDENT CONTRACTORS. Note: MCC will assist the consultant in coordinating with an Independent Contractor Engagement Services Provider for payroll, travel, international travel insurance, etc., therefore, a DUNS number and registration in System for Award Management (SAM) is not required.

6) Description of Services: MCC, Department of Accounting and Finance, seeks to contract with a consultant, on a full time basis, to support MCC in financial management functions in the federal financial accounting area. See attached Statement of Work for additional details.

7) This combined synopsis and solicitation notice is a request for competitive quotations. Therefore, all quotations received prior to the RFQ close date will be considered. The Government will award an order for twelve months to the responsible independent individual consultant whose quote conforming to this notice represents the best value in terms of technical criteria, past performance and price. The government reserves the right to add two additional annual options through a bi-lateral modification.

8) Evaluation Methodology. After receipt of quotes, the Government will perform a comparative analysis of quotes and will assess the advantages and disadvantages of each quote as related to the Evaluation Factors. The Government intends to evaluate quotes and issue a contract/ order without communications with offerors. However, during the evaluation process, the Government may, solely at its discretion, communicate with an Offeror for any purpose, such as to gain a better understanding of the quote. As a result of such communication, the Government may allow Offerors to submit quote revisions. If quote revisions are allowed, the Government may, solely at its discretion, impose non-common due dates for the revisions. In other words, the Government may elect to have a quote revision date for an Offeror that is different than the quote revision date for another Offeror(s). The Government need not conduct communications with all offerors. Rather, the Government may, at its discretion, conduct communications with one or only some offerors. Furthermore, the Government need not permit all offerors to submit quote revisions. Rather, the Government may, at its discretion, seek quote revisions from only one or only some offerors. Multiple awards may be made from this notice and all quotes will be retained and may be utilized for requirements for a period of 12 months.

9) Evaluation Factors. This solicitation has three evaluation factors; Technical, Past Performance and Price. All non-price factors (technical criteria and past performance) are more important than price. The technical factor includes technical criteria identified as (MANDATORY). Only quotes that are evaluated as meeting the (MANDATORY) criteria will be considered for award.

Technical Criteria

The consultant shall have the following minimum qualifications:

- a) Degree in accounting or a related financial management field (MANDATORY)
- b) Extensive experience in the areas of accounting and federal financial management (at least 7-10years) (MANDATORY)
- c) Practical experience and knowledge of:
 - o Generally accepted accounting principles and theory.
 - o Appropriate regulatory requirements mandated by the central agencies (OMB, GAO and the US Treasury)

- Federal budgetary requirements, including the appropriations, apportionment and budget execution cycle.
 - Development, implementation, and maintenance of complex integrated financial management systems and initiatives.
 - Preparing financial statements in accordance with Federal Accounting Standards and OMB form and content requirements
- d) Excellent written and oral communication skills.
- e) A certificate as Certified Public Accountant or a Certified Government Financial Manager. (Preferred)

Past Performance

Three (3) professional references for relevant work performed during the past three years.

Price

The government will examine the proposed rate for reasonableness.

Other Requirements:

Travel to minimally required (less than 10%)

10) Quote Deadline. Independent Consultants are invited to submit their quotations in response to this notice by 1:00 pm Eastern Daylight Time (EDT), August 26, 2015. Only e-mailed requests for additional information or questions will be accepted at MCCConsultants@mcc.gov by 1:00 pm Eastern Daylight Time (EDT), August 21, 2015. Quotations submitted in response to this notice shall include the solicitation number MCC- 15-RFQ-0077, Financial management accounting for A&F in the subject line and be signed, dated and submitted via email to MCCConsultants@mcc.gov. The maximum file size is 10mb.

PLEASE DO NOT COMBINE DOCUMENTS INTO ONE (1) ATTACHMENT.
DOCUMENTS A, B, C, and D MUST BE IN A SEPARATE FILE ATTACHMENT
LABELED AS:

ATTACHMENT A –TECHNICAL

Technical: (1) Cover letter that addresses all technical criteria as listed in this solicitation; (2) Curriculum Vitae (15 page maximum)

ATTACHMENT B – PAST PERFORMANCE

Past Performance: Three professional references

ATTACHMENT C – PRICE BIO DATA

Price: Bio-Data Form which includes the independent consultant's proposed hourly rate and salary history (form attached).

ATTACHMENT D – WRITING SAMPLE

Writing sample related to the Scope in the SOW. (2 page maximum)

Exclusion of Quotes and Communications: At any time prior to award, including upon receipt of quotes, the Government may exclude a quote from further consideration for reasons such as (but not limited to): non-compliance with instructions related to this solicitation; the quote is not among the most highly rated; or the quote is not likely to be selected for award. The Government need not notify an Offeror that its quote has been excluded from further consideration nor need it provide the Offeror with a pre-award debriefing. However, the Offeror will be provided post-award notification and if requested, a brief explanation of the basis of the award decision.

11) FAR 52.212.3, Offeror Representations and Certifications - Commercial Items shall be required from the selected consultant, prior to the time of award.

12) See attached documents:

- Statement of Work;
- Addendum to FAR Clause 52.212-4, (Alt I);
- MCC Bio-Data Sheet.

There are no additional contract requirements(s) necessary for this acquisition other than those consistent with customary commercial practices.